Find and Replace dialog

To open the Find and Replace dialog (Figure 70), go to **Edit > Find and Replace** on the Menu bar, or click the **Find and Replace** icon on the Standard toolbar, or use the keyboard shortcut *Ctrl+H*.

Finding

1) In the Find and Replace dialog (Figure 70), enter the search criteria in the *Find* box.

2) Select basic options from those located directly under the *Find* box.

3) If necessary, click on *Other options* to increase the number of search filters.

4) Click **Find Next** to locate the first instance of the search criteria.

5) Click **Find Next** again to locate the next instance of the search criteria. Repeat as needed.

6) Or, click **Find All** to locate all cells containing the search criteria. These cells will be highlighted in the spreadsheet. A Search Results dialog will pop up, listing the cell locations.

Replacing

1) In the Find and Replace dialog (Figure 70), enter the search criteria in the *Find* box.

2) Select basic options from those located directly under the *Find* box.

3) Enter the replacement contents in the *Replace* box.

4) If necessary, click on *Other options* to increase the number of search filters.

5) To step through the cells and choose whether to replace the contents:

6) Click **Find Next** to locate the first instance of the search criteria.

7) If necessary, click **Replace** to replace the search criteria with the contents of the *Replace* box.

8) Repeat as required.

9) Or, to locate and replace all instances of the search criteria without stopping at each one, click **Replace All**. A Search Results dialog will pop up, listing the affected cells.

> ℹ **Tip**
>
> To replace the first instance of the search criteria you can simply press **Replace** without pressing **Find Next** first.

> ⚠ **Caution**
>
> Use **Replace All** with caution; otherwise, you may end up with some highly embarrassing mistakes. A mistake with **Replace All** might require a manual, word-by-word search to fix, if it is not discovered in time to undo it.